

POLICE RECORDS CLERK

POSITION AVAILABLE

- The City of Vernonia Police Department is seeking a part-time records clerk. This person will be responsible for creating confidential documents, correspondence, statistical reports and maintain general files. Processing police reports, determining appropriate agencies to receive copies, maintain citation, warrant and other files in accordance with Police procedures and court orders. This person must be self-motivated with the ability to multi-task and be able to deal with citizens in a courteous manner while maintaining a high level of confidentiality.
- Part- time position up to 20 hours per week
- Wage commensurate with experience
- Interested persons may obtain an application on the City website or at City Hall.

Applications will be accepted from **Tuesday, June 17th, 2014** until **Tuesday, July 1st, 2014 at 5pm at City Hall.**

The City of Vernonia is an equal opportunity employer and provider

Please attach resume' with references to the application. Thank You!